

● **CONFIDENTIAL** ●

DDA  
16 May 79

Extract from the Staff Meeting Minutes of 16 May 1979:

Mr. Carlucci reported on his and the Director's concern regarding Agency procedures for formally recognizing (letters from the Director, awards, etc.) retiring Agency personnel. He referred to Harry Fitzwater's 11 May memorandum to the DDA which explained several of the problems. After some discussion, Mr. Carlucci asked Directorate heads to look into ways for improving the whole situation--timeliness and manner of recognition, and he asked the DDA to advise him with their recommendations soon, perhaps, at an Executive Committee session. (Action: DDA)  25X1

*completed 5/22/79 DD/A 79-1640/3; ER 79-1210/2*

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